



Republic of Liberia  
**Public Procurement & Concessions Commission**

Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Website: [www.ppcc.gov.lr](http://www.ppcc.gov.lr) | Email: [info@ppcc.gov.lr](mailto:info@ppcc.gov.lr) | Phone Short Code: 4357

Ref. PPCC/RL/CEO/152/'23

March 31, 2023

Hon. Thomas Doe Nah  
**COMMISSIONER GENERAL**  
Liberia Revenue Authority (LRA)  
Republic of Liberia

Dear Hon. Nah:

Subject: **PROVISIONAL APPROVAL OF THE LIBERIA REVENUE AUTHORITY CORE, SBA AND CONSULTANCY PROCUREMENT PLAN FOR FISCAL YEAR 2023.**

We present our compliments and acknowledge receipt of your letter which sought the Commission's approval of the Liberia Revenue Authority Core, SBA and Consultancy Procurement Plan for FY 2023 in accordance with **Section 40(3)** of the PPC Act. The Commission hereby informs you that your plan has been **Provisionally Approved** pending the passage of the national budget.

Please be advised that your Entity can carry out procurement activities based on this provisionally approved Draft Procurement Plan culminating in **framework agreements** for recurrent procurement items. Similarly, you are also advised to carry out procurement activities for non-recurrent procurement items in advance of the passage of the National Budget, but contracts for these packages **MUST** not be signed until the budget is approved by the President and you ascertain the availability of funding. Please ensure to include notification of this information in the tender document for your guidance, the Commission has produced a short note explaining the process for framework agreements and advance procurement which you can download at <http://ppcc.gov.lr/vr/index.php/documents>.

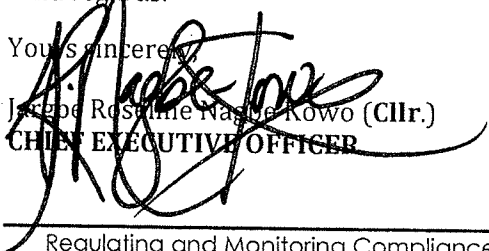
Upon the passage of the National Budget 2023, you are required to submit a revised/updated procurement plan, details budget for the LRA's allocation in the approved budget, Cash plan, names and positions of the Procurement Committee members for FY 2023 and staff of the Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the just ended FY 2022 for stated submission will serve as a precursor for the Commission granting you final approval of your recurrent procurement plan for fiscal year 2023.

The Public Procurement and Concessions Commission admonishes and deems it a priority that you remain **primarily** in compliance with the PPCA, 2010, as we jointly aspire to achieve transparency, accountability, fairness, equality and ultimately public confidence in our procurement and concessions processes.

Kind regards.

Yours sincerely,

  
Joseph Rosaline Nashe Kowo (Chlr.)  
**CHIEF EXECUTIVE OFFICER**

Regulating and Monitoring Compliance with the Public Procurement And Concession Act of Liberia



Procurement Plan ( Small Busi. ss Act)  
Source of Funding: Government of Liberia-National Budget  
Fiscal Year: 2023



January 30, 2023

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	BASIC DATA								IMPLEMENTATION DATES										
	Item No.	Package Number (code)	Contract Package	Business Activity Code	Qty	Estimated Cost (USD)	Procurement Method	Technical Specs/BOQ/ Drawings	Prep. of Bid Document	PC Approval- Bid Doc./Tech. Specs.	Bid Invitation & Release of Bid Doc.	Bid Submission/ Public Opening	Submission of Bid Evaluation Report	PC Approval- Bid Evaluation Report	Contract Award & Signing	Advance Payment (Mobilization)	Delivery, Inspection (Substantial completion)	Acceptance & Final Payment	
	Planned Update Act.	1	IFB No. LRA/SBA/RB/001/2023	Fuel & Lubricant	74,450@ US\$5.91	440,000.00	RB	11/7/2022	11/14/2022	11/21/2022	11/28/2022	12/28/2022	1/11/2023	1/18/2023	2/1/2023	N/A	12/1/2023	12/29/2023	
	Planned Update Act.																		
	Planned Update Act.		IFB No. LRA/SBA/NCB/001/2023	Janitorial Services	N8121	1 firm	NCB	11/30/2022	12/7/2022	12/14/2022	12/21/2022	12/28/2022	1/4/2023	1/11/2023	1/18/2023	N/A	12/1/2023	12/29/2023	
	Planned Update Act.																		
	Planned Update Act.		IFB No. LRA/SBA/NCB/002/2023	Catering Services	I5621	17 Firms	NCB	1/25/2023	2/1/2023	2/15/2023	3/1/2023	3/8/2023	3/16/2023	3/23/2023	4/6/2023	N/A	12/1/2023	12/29/2023	
	Planned Update Act.																		
	Planned Update Act.		IFB No. LRA/SBA/NCB/003/2023	Security Guard Service	N8010	1 firm	NCB	11/15/2022	11/22/2022	11/30/2022	12/8/2022	12/15/2022	12/22/2022	12/29/2022	1/5/2023	N/A	12/1/2023	12/29/2023	
	Planned Update Act.																		
	Planned Update Act.		IFB No. LRA/SBA/SS/001/2023	Elevators Maintenance	F4329	1 firm	SS	11/25/2022	12/9/2022	12/23/2022	1/4/2023	1/11/2023	1/18/2023	1/25/2023	2/1/2023	N/A	12/1/2023	12/29/2023	
	Planned Update Act.																		
	Planned Update Act.		IFB No. LRA/SBA/SS/002/2023	Refurbishment of Billboards	C1811	1 firm	SS	11/24/2022	12/8/2022	12/22/2022	12/29/2022	1/12/2023	1/26/2023	2/2/2023	2/23/2023	N/A	12/1/2023	12/29/2023	
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Prepared By: Lovetta W. J. Williams  
Manager/Procurement section

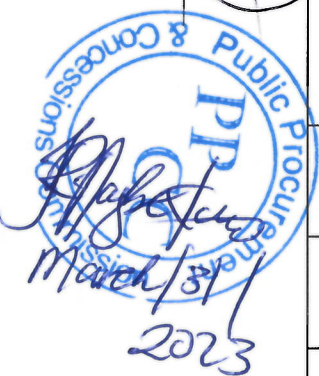
Approved: Thomas Doe Nah  
Head of Procurement Committee

Date:

2/16/2023



W. J. Williams  
Mar. 21, 2023



2/16/2023



Procurement Plan (Small Business Act)  
Source of Funding: Government of Liberia-National Budget  
Fiscal Year: 2023



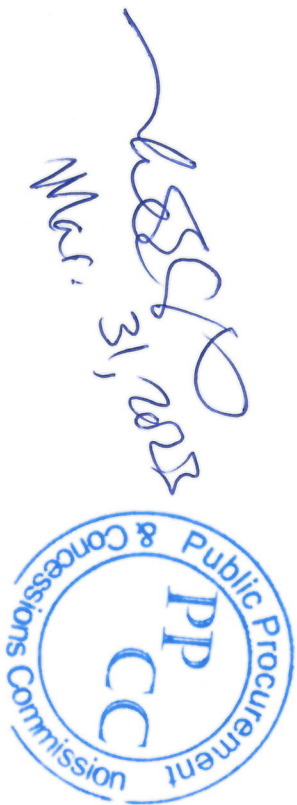
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Planned	7	IFB No. LRA/SBA/RFQ/001/2023	Repair & Maintenance of Photocopiers, Printers, Scanners, Computers etc	S9511	Assorted	5,000.00	RFQ	1/27/2023	2/10/2023	2/24/2023	3/3/2023	3/10/2023	3/17/2023	3/24/2023	4/7/2023	N/A	12/1/2023	12/29/2023
Update																		
Act.																		
Sub Total						\$5,000.00												
Grand Total						\$723,000.00												

Prepared By: Lovetta W.J. Williams  
Manager/Procurement Section

Approved: Thomas Doe Nah  
Head of Procurement Committee

Date:

3/16/2023



March 31, 2023  
March 31, 2023



Notes to Procurement Plan		
Item	Contract Package	Description
	Fuel & Lubricant	Fuel and Gasoline for Generator at HQ, Urban and rural offices, vehicles and Bikes for LRA operation. Total of 48 bikes and 84 vehicles. There is a total of 12 Gensets with an increase of one (1) 1000 Kva Genset and (1) 500KVA Genset. 74,450 gals @ US\$ 5.91. <b>Note:</b> All LRA senior staffs used Tom Cards for the filling of petroleum products in their vehicles. Conex is the only vendor that issued and refilled petroleum product on tom card. Therefore as per Section 55 Subsection 1b, the LRA will use sole source method <b>only</b> for petroleum product on Tom Card.
1	Janitorial Services	Janitorial services which include Fumigation & Cleaning services for HQ, Freeport, RIA, LPRC, Red Light Duala, other urban offices and Cleaners for Rural offices, funded under the budget line Cleaning Materials and Services.
2	Catering Services	Catering Servicing for Workshops, Conferences and Training funded under budgetlines: Workshop, Conferences, Seminars, Symposia. Based on the various locations of custom and tax business offices and the timing of events to be held by LRA in various county. RFQ will be used as per location of events. To this end, at least 3 quotations will be collected within the exact geographical location of each event..
3	Security Guard Service	Guard Services at HQ, Freeport, LPRC, RIA, Duala, Paynesville, LBS Office and Training Center. Watchman will be provided for all rural offices and shall be funded under the line Guard and Security Services and on an individual contract basis. Security services will be provided to the homes of the Commissioner General and Deputies.
4	Elevators Maintenance	To provide maintenance services including parts for two elevators at HQ. The services will be a preventive and corrective maintenance service which will be sole sourced to Liberia Elevator Company, Based on PPCA Section 55 1(b) 2010, the firm was contacted based on satisfactory past performance and will be funded under Repair & Maintenance of ICT Equipment Budget Line.
5	Refurbishment of Billboards	Refurbishment, Redesign and Erecting of new Billboards for LRA HQ, CBOs, TBOs and other locations funded under Budget line Tax Education using King Signs and Design that previously installed billboards and performed refurbishment of billboards in the Past. As per Section 55 1(b) of the PPC Act 2010, the LRA will use Sole Source Method @ 30,000 for the contract package.
6	Repair & Maintenance of Photocopiers, Printers, Scanners, Computers etc	The LRA will service 30 Photocopiers, 40 Printers, 100 Computers and Scanners at HQ and sub offices @ \$5,000 including servicing of IT and related equipment for preventive and corrective maintenance. RFQ method will be used for parts to effect the above which shall be funded from line Repair and Maintenance of ICT Equipment. The servicing will involve changing of spare parts (external hard drives, mouse adaptors etc.....)
7		

Public Procurement Commission  
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31, 2023

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